

Application for Employment

Date _____ Position Applying for _____

Name _____
Last First Middle

Birth Date _____ Social Security # _____ Available for: Full Time _____ Part Time _____

Address _____
Number Street Apartment or Box Number Telephone _____

City State Zip

Educational Record

Are you attending school now? _____ If yes, where? _____

Name of School, College, University	Location	Diploma/Degree Date Received	Major/Minor
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Work Experience/Military Service

Dates Employed From To	Employer Name	Location	Position Held or Nature of Work	Reason for Leaving
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May we contact your present employer? _____

General Information

Please list specific library or business classes you have taken: _____

Please describe your skill level in the following areas: Keyboard (wpm) _____ Filing _____

Switchboard _____ Customer Service _____

Computers _____

List computer software you are familiar with: _____

List office machines you are able to operate: _____

Have you ever been convicted of a crime, other than a traffic offense? _____ If yes, explain _____

Do you have felony charges pending? _____ If yes, explain _____

References

Work, school or military related references preferred, but personal references are acceptable.

Name	Address	Telephone	Relationship

Write a brief statement describing why you are qualified for library work. Add any other information which you believe would be helpful to support your application. Attach an additional sheet of paper if necessary. _____

Read the following statement before signing this application form.

My signature below authorizes Kalamazoo Public Library to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the library and the reference source from any liability in connection with its release or use. The library shall not be liable for any damages which may result from such verification and inquiry. Furthermore, I certify I have made true, correct and complete answers and statements on my application in the knowledge they may be relied upon in considering my application. I understand any omissions or false answered statement made by me on my application, or any supplement to it, will be sufficient grounds for failure to employ or for discharge should I become employed by the library.

Signature of Applicant _____ Date Signed _____

For office use only

Hire Date _____ Pay Rate _____ Account # _____

Position & Work Location _____

It is the policy of Kalamazoo Public Library not to discriminate with regard to employment on the basis of sex, race, religion, age, creed, color, disability, or national origin.